



RESIDENTIAL PERMIT SUBMITTAL REQUIREMENTS

Planning & Building • 2263 Santa Clara Ave., Rm. 190
Alameda, CA 94501-4477
510.747.6800 • F: 510.865.4053 • TDD: 510.522.7538
Hours: M, W, Th – 7:30 am – 4:30 pm
T – 7:30 am – 4:00 pm

The following plans, calculations, reports, and specifications shall be included as part of the submittal package when applicable to the project's scope of work. It is the responsibility of the applicant to verify the information required for their specific project.

	New Construction	Alterations/Additions
Drawings (8-1/2" x 11" Minimum)	6 sets	4 sets
Plot Plan	✓	✓
Grading Plan	✓	*
Architectural Plans		
Roof Plan	✓	✓
Floor Plan	✓	✓
Exterior Elevations	✓	Exterior changes only
Building Cross Sections	✓	✓
Architectural Details	✓	✓
Structural Plans		
Roof Framing Plan	✓	✓
Floor Framing Plan	✓	✓
Foundation Plan	✓	✓
Structural Details	✓	✓
Electrical Plan	✓	✓
HVAC Plan	✓	✓
Plumbing Schematic	✓	✓
Calculations	2 sets	2 sets
Structural Calculations	✓	✓
Structural calculations are not required if it can be shown that the plans comply with the Light Framed Construction requirements of the 2007 California Building Code Section 2308.		
Pre-manufactured Truss Calculations	✓	✓
Energy Calculations & Forms (Title-24)	✓	Increase in Conditioned Area
Other Documents	2 sets	2 sets
Soils Report	✓	*
Survey	Structures 3 feet or less from property line	*
Equipment Cut Sheets	✓	✓



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GENERAL DOCUMENT SUBMITTAL REQUIREMENTS

General Information:

1. The author/designer must wet sign all pages of documents.
2. Design professional's name, title, registration, address, and telephone number
3. Address of property, name and address of the property owner
4. Cover sheet information:
 - a. Applicable codes and editions. (2007 CBC, CMC, CEC, and CPC)
 - b. Scope of work and description
 - c. Occupancy and type of construction
 - d. Gross area by floor(s) and building height
 - e. Index of drawings
5. Scale of drawings
6. All drawings (plan sheets) must be of the same size and no smaller than 8-1/2" x 11"

Plot Plan:

1. Surveying (required if new structure is 3 feet or less from the property line)
2. Lot dimensions
3. Building footprint (both existing and proposed) with all projections and dimensions to the property lines
4. Vicinity map and North Arrow
5. Visible utilities to curb
6. Easement and other structures such as fence, garage, well, shed, pool, and HVAC equipment

Grading and Drainage:

1. Tops and toes of slopes
2. Pad elevations ground slope drainage scheme
3. Retaining walls and drainage systems. (Structural calculations required for all

retaining walls over 4 feet in height measured from the bottom of the footing to the top of the wall.)

Architectural and Structural Plans:

1. Architectural roof and floor plans
2. Foundations, roof and floor framing plans
3. Exterior elevations
4. Structural material specifications
5. Truss configurations and locations
6. Typical cross section in each principal axis

Details:

1. Window & door schedule including fire rating, hardware, and safety glazing locations
2. Window and exterior door header, jamb and sill details
3. Flashing including vertical junctures of materials
4. Fireplace and chimney
5. Footings, piers, and grade beams
6. Structural sections with connection details at foundation, floor, and roof
7. Roof eaves, overhangs, ridges, parapets, rakes, and gables
8. Handrails and guardrails with support details
9. Detail of fire resistive assemblies

Pre-Manufactured Truss Information:

1. Truss placement plan with truss identification number and manufacturer's name
2. Detail of all truss splices, connections, and plate sizes
3. Truss design calculations with single line truss diagrams, vertical and lateral loads, and reference to framing plan



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4. Stamped and wet signed by registered professional engineer

HVAC, Plumbing, and Electrical Plans:

1. Location and type of HVAC equipment and plumbing fixtures
2. Plumbing schematic (isometric or one-line) with fixtures and pipe size calculations.
3. Outlets, fixtures, switches, smoke detectors, service panels with size and ground, subpanels, loads

Energy Requirements:

1. Title-24 energy compliance forms with all required signatures
2. Print of compliance forms on full-size drawings